



Guide to Applying for a **TEMPORARY OUTDOOR PROMOTION PERMIT**

PURPOSE:

Businesses in the City of Lake Forest may obtain a Temporary Outdoor Promotion Permit for outdoor commercial events occurring on-site. Temporary Outdoor Promotions include, but are not limited to grand openings, outdoor sales, and seasonal promotions involving less than thirty (30) persons at any given time. Temporary Outdoor Promotions may not exceed ten (10) consecutive days, and may occur a maximum of four (4) times per calendar year.

Applications for a Temporary Outdoor Promotion Permit may be submitted to the Planning Division between the hours of 8:00 a.m. and 6:00 p.m. Monday through Thursday, and every other Friday between the hours of 8:00 a.m. and 5:00 p.m. (closed for lunch from 11:45 a.m. to 1:00 p.m. daily). Please allow a minimum of ten (10) business days for the processing of a Temporary Outdoor Promotion Permit application.

REQUIREMENTS:

The following information is required upon submittal:

1. **Completed Temporary Outdoor Promotion Application**, including property owner's signature. On the application, give a brief description of the event. Please indicate the number of expected attendees and activities involved (i.e. type of food, music, security, travel routes and parking plan). Attach additional sheet(s) as necessary.
2. Fees for Temporary Outdoor Promotions are temporarily waived through June 16, 2010 .
3. **Three (3) copies of a site plan**, depicting the following information (minimum size of 8 ½ " x 11"):
 - a. All property lines and buildings on-site.
 - b. Dimensions of all tables, booths, and tents used for the temporary outdoor promotion and their location on the site. Please be aware

- that a minimum of a 48" aisle width shall be maintained for handicapped access.
- c. Parking lot striping including location and tabulation of all existing on-site parking. All disabled-accessible parking spaces, walkways, ramps, ingress, and egresses must remain available.
 - d. Location and dimensions of any proposed signage. Signage for temporary outdoor promotions shall be limited to one (1) banner, up to 50 square feet in size, and affixed to the face of the building.
4. If applicable to the proposed Temporary Outdoor Promotion, the following permits and approvals may be required:
- a. An electrical permit may be obtained from the City's Building and Safety Division: (949) 461-3470.
 - b. A permit/inspection for temporary canopies, tents, and booths may be obtained from the Orange County Fire Authority. For more information, please contact OCFA at (714) 573-6000, or visit them online: <http://www.ocfa.org/>.
 - c. A permit/inspection for the sale of food items may be obtained from the Orange County Health Care Agency. Please contact the Orange County Health Care Agency at (714) 433-6000 and ask to be connected to the Supervisor for the City of Lake Forest.
 - d. Information regarding any proposed security for the event, as well as the name and phone number of a supervisor who will be responsible for contacting Police or Fire in the event of an emergency, shall be submitted to the Orange County Sheriff's Department: (949) 770-6011.
 - e. An encroachment permit for any activities proposed in the public right-of-way may be obtained from the Public Works Department: (949) 461-3480.
 - f. An event involving a car-wash requires that certain guidelines be followed to protect the water quality in storm drains, channels, creeks, bays and the ocean. For information on these guidelines, contact the Public Works Department at (949) 461-3480.
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Temporary Outdoor Promotion

City of Lake Forest
25550 Commercentre Drive
Lake Forest, CA 92630
(949) 461-3491 – Planning
(949) 461-3512 – Fax

Permit Fee:
Temporarily Waived

Permit No. _____
Date Submitted : _____

Please complete the application and provide 3 copies of a site plan (depicting the buildings on-site and the location of all proposed banners, tables, booths, tents, balloons, etc. with dimensions). The completed application should be submitted to the Planning Division a **minimum of 10 business days** prior to the scheduled Temporary Outdoor Promotion.

Business Name: _____ Contact Person: _____

Mailing Address: _____ Phone: _____

Legal Property Owner Name: _____ Contact Person: _____

Property Owner Address: _____ Phone: _____

Proposed Event Location: _____

Brief Description of the Event: _____

CHECK
APPROPRIATE
BOX(ES):

- ☐ Tents (How many? ____ Size: ____' x ____')
☐ Tables (How many? ____ Size: ____' x ____')
☐ Small Balloons
(Diameter should not exceed 14";
No balloons shall exceed roof height)
☐ Live Music / Portable DJ
☐ Pennants / Streamers

- ☐ Canopies (How many? ____ Size: ____' x ____')
☐ Booths (How many? ____ Size: ____' x ____')
☐ Banner (____' x ____')
(Banners shall not exceed 50 sf, and must be
attached to the Bldg) *Permit No. BAN ____-____
☐ Food / Beverages
☐ Other: _____

Date: _____ Hours of Operation: FROM _____ TO _____
FROM _____ TO _____
FROM _____ TO _____

I agree to comply with the standard conditions
and special provisions attached to this
application.

I hereby authorize the tenant referenced
above to apply for a Temporary Outdoor
Promotion Permit.

Applicant's Signature

Date

Property Owner's Signature

Date

CITY USE ONLY

Permit Application:

Approved

w/ Conditions

Denied

Permit Fee:

Paid

Cash

Check

Planning Staff:

Date:

Planning Manager

Approval:

Date:

Other Approvals Required:

- ☐ Building Permits
☐ Electrical Permits
☐ Encroachment Permit
☐ Orange County Fire Authority
☐ Orange County Health Care
Agency
☐ Alcoholic Beverage Control

EVENT SPECIFIC CONDITIONS OF APPROVAL:**STANDARD CONDITIONS OF APPROVAL**

1. The applicant shall indemnify, protect, defend, and hold the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, harmless from any and all claims, demands, lawsuits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolution procedures (including, but not limited to arbitrations, mediations, and other such procedures), judgments, orders, and decisions (collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, any action of, or any permit or approval issued by the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City) for or concerning the project, whether such Actions are brought under the Ralph M. Brown Act, California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Community Redevelopment Law, Code of Civil Procedure Sections 1085 or 1094.5, or any other federal, state, or local constitution, statute, law, ordinance, charter, rule, regulation, or any decision of a court of competent jurisdiction. It is expressly agreed that the City shall have the right to approve, which approval will not be unreasonably withheld, the legal counsel providing the City's defense, and that applicant shall reimburse City for any costs and expenses directly and necessarily incurred by the City in the course of the defense. City shall promptly notify the applicant of any Action brought and City shall cooperate with applicant in the defense of the Action.
2. Any premises utilized for the temporary outdoor promotion shall be cleared of debris and restored to its condition prior to the event, immediately after the completion of the event.
3. The surrounding public right-of-ways and adjacent properties shall be free from debris and litter.
4. A 4-foot unobstructed path of travel/aisle width shall be maintained between all tables, booths, tents, canopies, along the sidewalk and walkways for handicap access.
5. Any noise at the Temporary Outdoor Promotion shall not exceed the City's Noise Ordinance. This may include, but is not limited to, noise created by the speakers, generator(s), live band, mechanical equipment, and event attendees. All loud speakers shall be directed away from any adjacent residential community.
6. No inflatables, with the exception of small balloons, shall be placed on the ground or on the building. Small balloons may be permitted upon the following conditions: 1) they shall not exceed 14" in diameter; 2) they shall not exceed the roofline height; 3) they shall remain clear of all right-of-ways at all times; and 4) they shall not impede pedestrian or vehicular access.
7. All proposed signs and/or banners shall require Planning review and approval prior to erection.
NOTE: Signage shall be confined to the site only. No portable "A" frame signs (or similar) shall be displayed. All signage related to the Temporary Outdoor Promotion shall be removed within 24 hours after the completion of the event.

Violation of any condition as herein described is subject to the immediate closure and ceasing of operation of the event as may be necessary to protect the health, safety and welfare of the citizens of Lake Forest. Said determination shall be made by the Lake Forest Code Enforcement Officer or Deputy Sheriff based on the severity of the violation. If an officer is summoned to the site, he/she may take all appropriate actions necessary as permitted by law at his/her discretion to mitigate the violation. **If violations occur at any time during operation, the City of Lake Forest may deny future events proposed by the applicant in order to protect public health and safety.**